



MIAMIBEACH

BUILDING DEPARTMENT

1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

SAMPLE LETTER

**NO HANDWRITTEN LETTERS
PROPERTY OWNER TERMINATING GENERAL CONTRACTOR**

Date _____

XYZ General Contractor
Attn: Qualifier
123 Main Street
Anywhere, USA 12345

Re: Permit # _____
Address: _____

Dear (Qualifier Name):

I, _____, property owner of _____ (address), am notifying you
that your services are hereby terminated from our project / permit number _____.

You are being terminated because:

You are no longer authorized to enter my property.

Owner's Signature

Printed Name

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Owner

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)

If the letter is going to be hand-delivered to the General Contractor, the General Contractor needs to fill out below.

Received by: Signature

Date

Printed Name